OFFICE OF THE STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION

PERS Retirement Employee Tier Level Update
Interface Information Package

REVISION HISTORY			
REVISION #	**DATE OF RELEASE**	**OWNER**	**SUMMARY OF CHANGES**
1.0	11/02/10	Lolly Gunter	Created the interface package.

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I. INTRODUCTION

This is a monthly inbound interface XML file from California Public Employees Retirement System (CalPERS) containing information for employees who have elected a tier conversion that requires a change to their current Retirement Plan.

This interface provides MyCalPAYS with updated employee retirement enrollment data so that the proper contribution amounts can be calculated in the payroll process.

Background

Develop a new inbound, fixed length interface program that uploads the XML file received from the CalPERS into MyCalPAYS. The file is received on the first Thursday of every month for those elections received by CalPERS in the previous month. If, however, the first Thursday is the first of the month, the file is sent the following Thursday. It is to be downloaded into MyCalPAYS automatically. The file must be processed prior to SCO's Payroll Master Cut-off each month. It provides changes to the employee's Tier Level election for their Retirement Plan.

A header record will accompany this file. If CalPERS has no records to send to MyCalPAYS for a month, they will still send the file with no records included, listing a count of zero (0) in the header record 'count' field.

Note: This CalPERS interface differs from the other CalPERS interfaces in that it does not include a Unique Transaction ID for the inbound records.

When executing in Production Mode and any data error occurs, then create error log file.

In case of Employee locked records give details on the output screen/report and don't send to vendor in error log file.

Selection Criteria

- Select all records found on the input file. Look up employee on SAP. If an employee exists in SAP, regardless of status, search by the Personal ID Number (Social Security Number) field name PERID, Table name P0002, Infotype 0002.

- If this employee exists on SAP, process the record through the interface logic.

- If this employee does not exist on SAP, write the record to an output file IN THE EXACT SAME FORMAT AS THE INPUT FILE. Do not process the record through the interface logic. (This file may then be imported to legacy.)

Business Rules

1. For each employee record, compare the 'CalPERS ID' on the input file to the value found in the 'ID number' field of the employee's Infotype 0185 – Subtype Z1 (Create Personal IDs). If the values do not match, reject the record and generate an error message, if the values match, continue processing.

2. For each employee record, compare the 'Appointment ID' on the input file to the value found in the 'ID number' field of the employee's Infotype 0185 – Subtype Z2 (Create Personal IDs). If the values do not match, reject the record and generate an error message, if the values match, continue processing.

   Note: Multiple Appointment IDs may exist for an employee who has concurrent assignments. If more than one assignment is found, check all assignments to find a match.

3. For each employee record, select the employee's Infotype 0377 (Miscellaneous Plans) for the assignment for which the Appointment ID mentioned on the inbound Interface is assigned.

4. Check to see if the employee's Benefit Plan matches one of these values: E005, E010, E015, E070 or E075. If yes, reject the record and generate an error message, if no, continue processing.

5. From Infotype 0377 (Miscellaneous Plans) select the employee's Benefit Plan and Option. From Infotype 0001 (Organization Assignment) select the employee's Personal Subarea, Personnel Area and Job Code and from Infotype 0235 select the employee's Social Security status. Use this information along with the value from the "Elected Tier" field on the input file and determine the new Benefit Plan and Option from the 'Tier Level Mapping Document'. If no Benefit Plan and Option is found for the corresponding record on the input file, reject the record and generate an error message; if found, continue processing.

6. For each employee record, compare the value of the 'Elected Tier' field on the input file to the 'Existing Tier Level' field on the 'Tier Level Mapping Document'.   If the values match, reject the record and generate an error message, else copy Infotype 0377 (Miscellaneous Plans) record. Enter the Benefit Plan and Option determined in Business Rule # 5 above and use the value found in the 'Effective Date' (YYYY-MM-DD) field on the input file as the Start Date (MM/DD/YYYY) of the new record. Leave the End Date as the defaulted value of 12/31/9999.

7. Reject the record if the value in the 'Elected Tier' field on the input file is other than T1 or T2.

8. Reject the record if the value in "Effective Date" field on the input file is in a format other than YYYY-MM-DD or the date value is invalid or incomplete.

9. Use P0377-BPLAN for Benefit Plan and P0377-LEVL1 for Benefit Plan Option. In table T74GG, enter: - "EN" in Language field of (T74GG-LANGU), "01" in Benefit Area field (T74GG-BAREA) and determine the percentage listed in the

text of the Employee Contribution Variant (T74GG-LTEXT). Take the numerical only from the LTEXT (do not include the % sign) and enter it in the Pre-Tax Contribution Percentage field (P0377-EEPCT) in the new Infotype 0377 (Miscellaneous Plans) record.

10. While MyCalPAYS and Legacy are being run concurrently, input files will need to be split prior to being loaded into MYCALPAYS, but the outbound error file will not be merged with the Legacy outbound error file. It will be worked by SCO via the Report Output Screen/Spool.

II. GENERAL INFORMATION

The following general requirements must be met in order to participate in the interface process:

- Continue to operate and maintain third party system beyond Go-Live.

- Set in place internal business practice changes or perform required system updates to third party internal system(s) to support the interface.

- Support testing activities for the interface.

III.   TECHNICAL INFORMATION

- The file is generated in a single file format.

- File format used is XML.

- Server Type: Secure File Transfer Protocol (SFTP).

IV. RECORD FORMAT

Frequency	☐ Daily ☐ Weekly ☐ Bi-weekly ☒ Monthly ☐ Ad-hoc ☐ Annually ☐ Other: _____
Direction	☒ Inbound ☐ Outbound ☐ Both
Source System	CalPERS
Target System	MyCalPAYS
Classification of Data	☐ Confidential ☒ Sensitive
Data Volume Estimate	☐ One-time: _____ records ☒ Recurring: <u>100 or less</u> records <u>every month.</u>
Scheduled	☐ Automatic ☒ Manual (User Started)
Data Time Period	☐ Daily ☐ Weekly ☐ Bi-weekly ☒ Monthly ☐ Annually ☐ Other: _____ **Record Selection Scope:** ☐ New or Changed Records ☒ All records
Selection Method of Records	☐ Allow user to select ☐ Automatic (rules defined below) ☐ Other: _____ **Description:** Select all records found on the file.
Deleted Data	N/A.
Future Transactions	**Future transactions allowed?** ☒ Yes ☐ No **Description:**

Retroactive Transactions	Retroactive transactions allowed? ☒ Yes ☐ No
	Description:

File Format:	CalPERS File Format - IA 60002 (XML File)			
File Name:	PERS Retirement Employee Tier Level Update_IN			
SAP Module:	HCM-Benefits			
Frequency:	Monthly			

#	FIELD	Description	Type	R / O / C	Field Values	Length	Begin Index	End index	constraints
1	CalPERSId	Unique ID of person	Integer	R		10	N/A	N/A	
2	Appointment ID	Appointment ID	Integer	R		8	N/A	N/A	
3	ElectedTier	Tier elected	Char	R		2	N/A	N/A	T1 or T2
4	EffectiveDate	Effective date of tier update	Date	R		10	N/A	N/A	yyyy-mm-dd

V.   FILE DEFINITIONS

File Format: CalPERS File Format - IA 60002
PERS Retirement Employee Tier Level
File Name: Update_IN
SAP Module: HCM-Benefits
Frequency: Monthly

Source Field Requirements				Mapping Requirements	Target Field Requirements					
Source Field Name	Type	Max. Length	Optional?	Mapping Rule	SAP Table & Field	Type	Max. Length	Target Screen Program/No.	Field Description	Comments
CalPERS Id	Integer	10		This Sub Type 'Z1' of Infotype 0185	P0185-ICNUM	CHAR	30		CalPERS ID	
Appointment ID	Integer	8		This Sub Type 'Z2' of Infotype 0185	P0185-ICNUM	CHAR	30		CalPERS Appointment ID	
Elected Tier	Integer	1		This field value needs to be derived according to the rules explained in the spec	N/A	N/A	N/A		N/A	
Effective Date	Date	10			P0377-BEGDA	DATS	8		Start Date	
		29					68			

VI. FIELD VALIDATION

(From) System Name	(From) System Field Name	(To) System Name	(To) System Field Name	Comments
CalPERS	CalPERS Id	MyCalPAYS	P0185-ICNUM	IT0185, Subtype: Z1
CalPERS	Appointment ID	MyCalPAYS	P0185-ICNUM	IT0185, Subtype: Z2
CalPERS	Elected Tier	MyCalPAYS	N/A	This field value needs to be derived according to the rules explained in the spec
CalPERS	Effective Date	MyCalPAYS	P0377-BEGDA	Format: mm/dd/yyyy